

**TOWN OF EAST WINDSOR**  
**AQUIFER PROTECTION AGENCY**

**SPECIAL Meeting #1818**  
**January 11, 2022**  
**Meeting held immediately following Adjournment**  
**of the Planning and Zoning Commission Regular Meeting #1818**

**REMOTE ACCESS ONLY**  
**via ZOOM Teleconference**  
**Meeting ID: 714 897 1799**

***MEETING MINUTES***

**\*\*\*\*\*Minutes are not official until approved at a subsequent meeting\*\*\*\*\***

**I. TIME AND PLACE OF MEETING, Virtually, via ZOOM:**

Chairman Gobin called Regular Meeting #1818 of the East Windsor Aquifer Protection Agency dated January 11, 2022 to Order at 7:30 p.m. The Meeting is being held remotely only.

**PRESENT:** **Regular Members:** Anne Gobin (Chairman), Frank Gowdy, Michael Kowalski (Vice Chairman), Joseph Sauerhoefer, and Jim Thurz (Secretary), and Alternate Member David Leason.

**ABSENT:** All Regular and Alternate Members of the Aquifer Protection Agency are present.

Also present was Director of Planning and Development/Town Planner Ruth Calarese, and Planning Consultant Michael D'Amato.

**GUESTS/SPEAKERS signed in remotely:** Director of Planning and Development/Town Planner Calabrese hosted the meeting; Planning Consultant D'Amato was present as well.

**Public signed in remotely (as identified in the Meeting participation list):** **Selectman Muska, Selectman Nordell, Selectman Baker, Board of Selection Liaison to the PZC, and Peg Hoffman, Recording Secretary.**

**II. ESTABLISHMENT OF QUORUM:**

Chairman Gobin noted a quorum was established as five Regular Members and one Alternate Member was present at the Call to Order.

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Chairman Gobin noted that the Town, by Ordinance, has established that the Planning and Zoning Commission is also the Aquifer Protection Agency. This meeting is being held to establish a meeting schedule for the Aquifer Protection Agency. She noted the Commissioners received, as part of the meeting packet, a proposed meeting schedule which is identical to the Planning and Zoning Commission Regular meeting schedule

**III. APPROVE:**

**A. 2022 Regular Meeting Dates:**

Chairman Gobin noted Town Planner Calabrese has proposed an annual meeting schedule for the Aquifer Protection Agency to follow every Planning and Zoning Commission Meeting. She asked Staff if the Aquifer Protection Agency meetings would be necessary after every PZC meeting, or could they be held every other meeting? Chairman Gobin opened discussion.

Town Planner Calabrese suggested the meeting schedule could also be every other PZC Meeting. As applications come through which require review by the Aquifer Protection Agency the meetings can be held, or they could also be held on demand. Chairman Gobin questioned the procedure for cancelling the meetings? Town Planner Calabrese indicated the meetings can be cancelled with 24 hours public notice prior to the meeting.

Commissioner Kowalski questioned if there is an application which is within the Aquifer Protection area will it have to be reviewed by the Aquifer Protection Agency prior to submission to the Planning and Zoning Commission approval? Town Planner Calabrese indicated she hasn't seen that; it gets referred to the Connecticut Water Company, who may or may not comment. Commissioner Kowalski recalled that the PZC has had some applications come before them which get discussed and approved the same night, but if there needs to be a review by the Aquifer Protection Agency the Commission may need to change the order of its approval process to reflect comments from the Aquifer Protection Agency.

Chairman Gobin questioned if it be like would a CRCOG referral; would the PZC refer an application to the Aquifer Protection Agency? Town Planner Calabrese indicated the Connecticut Water Company has their own form which needs to be filled out. She noted a representative from the Connecticut Water Company will be attending the January 25<sup>th</sup> meeting; she suggested the Commission/Agency can discuss those issues at that time.

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Chairman Gobin questioned if there is a requirement to pay for a separate Legal Notice in the Journal Inquirer? Town Planner Calabrese suggested it's not a Zoning issue, it's a Land Use Statute, there is no Public Hearing beyond the Planning and Zoning Commission. Town Planner Calabrese indicated she doesn't know all the answers at present; that discussion can occur during the presentation from the representative from the Connecticut Water Company.

Chairman Gobin opened discussion to the Commission regarding scheduling meetings following every PZC Meeting, with cancellations if the meetings aren't needed?

Commissioner Gowdy requested input from Planning Consultant D'Amato. Planning Consultant D'Amato suggested this Commission is a Planning and Zoning Commission and when you approve a Site Plan approval you're asked to look at a Zoning Regulation and you don't adjourn your meeting and put on your Planning hat and take off your Zoning hat. This is all part and parcel of what your responsibilities are. Planning Consultant D'Amato indicated he concurred with Town Planner Calabrese, you won't be noticing things twice, this isn't going to become some disjointed process. He felt things could be set up so the Commission doesn't feel they need to handle two agencies of logistics. Commissioner Gowdy suggested that sounded encouraging.

Commissioner Kowalski suggested the PZC's second meeting of the month often has fewer applications, he questioned if the Aquifer Protection Agency meeting dates might be better scheduled for the second meeting? Chairman Gobin indicated that's what she had hoped to hear when she asked her question but she cited concern for holding up applicants requesting to be heard if there are a lot of things in the Aquifer Protection Area. Commissioner Kowalski suggested that follows what Planning Consultant D'Amato said, the Commission will be discussing those things as part of the regular application rather than switching hats and looking at it one way and then looking at it another way.

Town Planner Calabrese noted that within 7 days of accepting an application it has to be noticed to the Water Company, so you're already half way to the next meeting. If you have it once it's not all that much additional time.

Commissioner Sauerhoefer questioned if this must be a separate meeting, or part of the PZC Meeting? Town Planner Calabrese indicated it must be a separate meeting, the way the law is written.

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Commissioner Kowalski suggested reducing the Aquifer Protection Agency meeting schedule to follow the second PZC Meeting, and if something comes in that needs to be dealt with we can schedule a Special Meeting. Chairman Gobin asked the other Commissioners for comments on that suggestion. Commissioner Gowdy indicated he isn't in favor of Special Meetings, but if they're necessary then so be it; Commissioner Sauerhoefer noted scheduled meetings could be cancelled if not needed. He felt it would be easier for Town Staff to cancel a meeting than to post Special Meeting Agendas. Commissioner Thurz agreed with Commissioner Sauerhoefer's suggestion. Town Planner Calabrese cited that's the way the Zoning Board of Appeals is handled; they're scheduled as posted on demand.

Commissioner Kowalski questioned what will happen if the Planning and Zoning Meeting runs late, he noted the PZC currently ends their meetings at 10:30 p.m. It was noted that at one time the PZC scheduled sub-committee items on the agenda. Town Planner Calabrese indicated the law requires that the Aquifer Protection area has its own agency, and agendas, and meeting minutes. It was noted that a separate meeting schedule will incur an additional meeting fee for recording secretarial services. Commissioner Sauerhoefer suggested that's what application fees are for. Chairman Gobin questioned if an application fee is charged of the applicant? Town Planner Calabrese suggested application fees haven't been officially established yet. Commissioner Sauerhoefer suggested if the Town creates the agenda for the applications then it needs to provide a budget which includes a recording secretary. Chairman Gobin suggested that perhaps the representative from the Connecticut Water Company can clarify some of those questions when she joins the Agency on January 25<sup>th</sup>. Commissioner Gowdy would like Staff to research these questions and advise the Commissioners of her findings. Town Planner Calabrese noted the intent of this meeting was to approve the meeting schedule for the Aquifer Protection Agency but this has been good discussion.

Discussion continued regarding the meeting schedule as proposed twice monthly following the PZC Meeting or reducing the meetings to following the second PZC monthly meeting. Commissioner Kowalski suggested postponing approval of the Aquifer Protection Agency meeting schedule until after the meeting with the Connecticut Water Company representative. Chairman Gobin questioned if Town Planner Calabrese could live with that suggestion, as she would have to notice a Special Meeting again. Discussion continued regarding the posting requirements. Planning Consultant D'Amato noted the Agency can schedule a Special Meeting for January 25<sup>th</sup> with 24 hours notice but only the items listed on

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the Agenda can be discussed; scheduled meetings can be cancelled with 24 hours notice to the Town Clerk.

Chairman Gobin suggested it appears the Commission wants to delay approval of the meeting schedule and schedule a Special Meeting for the Aquifer Protection Agency for January 25th; she called for a motion to Adjourn this meeting.

**IV. ADJOURNMENT:**

**MOTION: To ADJOURN the Aquifer Protection Agency Meeting at 7:18 p.m.**

**Gowdy moved/Thurz seconded/DISCUSSION: None.**

**VOTE: In Favor: Gobin/Gowdy/Kowalski/Sauerhoefer/Thurz**  
**(No one opposed/No Abstentions)**

Respectfully submitted:

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Peg Hoffman, Recording Secretary